Basic Subject Cataloging Using LCSH

Basic Subject Cataloging Using LCSH requires two days to present. It is possible to shorten the workshop slightly by omitting some of the later sessions, but it would be difficult to cover the most important concepts in working with LCSH and allow sufficient time for exercises and discussion with less than a very full day and a half.

- **Session 1, Subject Analysis Principles**: An introduction to the principles and process of subject analysis for any subject heading system.
    - **Exercise**: Attendees are given information about two books (table of contents, preface, etc.) and asked to create a list of key words and concepts that describe the subject content. Concepts from these works are used throughout the workshop to illustrate different types of headings and subdivisions.
- **Session 2, History and Principles of LCSH**: Highlights key dates in the history and evolution of LCSH and outlines the principles underlying LCSH.
- **Session 3, Structure and Syntax**: Explains the important features of the structure and syntax of LCSH, including types of main headings and subdivisions, and the syndetic structure.
- **Session 4, Tools for Subject Analysis**: Begins with an examination of the structure of entries in LCSH, the list, and also introduces the auxiliary tools that are used with LCSH.
- **Session 5, Subject Authority Records**: Prepares attendees to understand and interpret information in subject authority records by examining the most frequently occurring fields and values.
    - **Exercise**: Attendees are given six authority records and asked to answer a series of questions about them.
- **Session 6, Application of LCSH: Tricks of the Trade and General Principles**: Provides a quick review of the concepts from the first session, framed in terms of LCSH, and provides guidance in translating the concepts identified into the controlled vocabulary of LCSH. Outlines the general principles for assignment of headings.
    - **Exercise**: A quick exercise to illustrate the "rule of three" and "rule of four". Attendees are given made-up titles of works about farm animals and entries from *LCSH* and select the main headings to be assigned.
- **Session 7, Application of Subdivisions:** An overview of application of subdivisions once main headings have been assigned. Introduces established and free-floating subdivisions and describes steps for determining correct application.
    - **Exercise**: Attendees are given titles and descriptions of subject content of two books, with main headings assigned. Attendees use printouts from the *SCM:SH* and *LCSH* to complete subject heading strings.
- **Session 8, Geographic Subdivision**: An overview of general practices in assigning geographic subdivisions and identification of important exceptions. Topics include: which headings/subdivisions may be subdivided by place; form of the name used; location of the geographic subdivision; use of qualifiers in geographic subdivision.

o **Exercise**: Two short sets of exercises (5 in each set) in which attendees add geographic subdivision to subject headings, based on accompanying authority files.

- **Session 9**, **Chronological Subdivision**: An overview of methods used in LCSH to express the chronological aspects of works, with emphasis placed on the use of chronological subdivisions and the distinction between established and free-floating chronological subdivisions.
  - o **Exercise:** Attendees are given: established headings that include chronological subdivisions; applicable free-floating century subdivisions; and titles of works. Attendees select the appropriate chronological subdivisions to complete the headings.
- **Session 10, Names as Subjects**: Outlines the use of names as subject headings in LCSH, including a description of names found in LCSH vs. NAF, subdivisions used with name headings, and name changes.
  - o **Exercise**: Authority records are provided for named entities from the first exercise, with group discussion of how to use them as subject headings.
- **Session 11, MARC Coding for Library of Congress Subject Headings**: Provides practice in using information in authority records to code subject headings in bibliographic records.
  - o **Exercise**: Attendees are given complete subject heading strings without MARC coding and must fill in the coding.
- **Session 12, Evaluating Existing Headings**: Provides guidance in evaluating LC subject headings when doing copy cataloging or database maintenance. The examples should also reinforce concepts covered in earlier sessions.
- **Session 13, Checklist of Steps & Testing Results**: This is a very short session that reviews the general steps to follow when doing subject cataloging using LCSH. It can serve as a summary or wrap-up of the core sessions of the workshop. The final two slides provide the full complement of subject headings assigned to the books from the first exercise.
- **Session 14, Specialized Subject Areas and Formats**: Highlights a few special practices in subject cataloging for history, music, literature, serials, electronic resources, and cartographic materials.
- **Session 15, Introduction to SACO: Subject Authority Cooperative Program**: Provide a very brief introduction to SACO and to the process of proposing a new heading.
  - o **Exercise**: Two exercises in which attendees think through the process of preparing a proposal, one for a topical heading and one for a geographic heading.

Appendices:
- **Appendix A**: Brief History of Library of Congress Subject Headings. This is a more detailed chronology of dates than what is provided in the slides in session 2.
- **Appendix B**: Sample Authority Records. These sample records are from OCLC, RLIN and LC Authorities Online. Attendees may find it useful to have these handy during session 5, Subject Authority Records, in which individual fields and elements are discussed.

- **Appendix C**: Selected MARC 21 Content Designation for Subject Authority Records. This list may be useful for attendees when completing the exercises in session 5.
- **Appendix D**: Selections from Free-Floating Lists. Excerpts from *SCM:SH* H 1095, H 1100, and H 1153 for use with session 7, Application of Subdivisions.
- **Appendix E**: Bibliography.
- **Appendix F**: Answers to Exercises
- **Appendix G**: Workshop Evaluation Form